



## CITY OF YELLOWKNIFE

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Policy Title: **ACCESS FOR ALL POLICY**  
Approved By: **Council Motion #0125-23**  
Effective Date: **January 1, 2024**

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### 1 INTRODUCTION

The City of Yellowknife promotes the participation of all City of Yellowknife residents in recreation and transit services by ensuring that income is not a barrier to participation. Programs and services are planned, delivered and evaluated to ensure they are affordable, inclusive and responsive to community need.

### 2 PURPOSE

The purpose of this policy (the “Policy”) is to:

- a. reduce barriers and increase access to recreation activities and transit services for residents of Yellowknife whose level of income is a barrier to their participation;
- b. establish a standardized and transparent procedure for the administration of financial assistance for recreation activities and transit services delivered by the City of Yellowknife, when user fees are unaffordable to a participant; and
- c. establish criteria for the review and approval of requests for financial assistance for recreation activities and transit services.

### 3 DEFINITIONS

In this Policy:

**“Access for All Program”** means three years of an annual Transit Pass and three years of an annual Individual or Family Flexi Pass provided free of charge to Yellowknife residents who qualify under this Policy; and



## “Qualifying Income”

means the income which is 50% of the Yellowknife median household after-tax income for the applicable household size as determined by Statistics Canada. Household size is the only variable to be adjusted so that the threshold is 50% of the median income for all households of each size, as set out in the table below. The table thresholds will be updated following release of each Statistics Canada census of population.

No. of People in Household	Qualifying Income
1	\$37,750
2	\$64,500
3	\$73,000
4	\$86,000
5 (or more)	\$91,000

## 4 POLICY

The City of Yellowknife is committed to ensuring equitable access to the City’s recreational activities and transit services for residents who are economically disadvantaged.

### 4.1 Eligibility

4.1.1 Yellowknife residents qualify for the Access for All Program if any one of the following criteria are met:

- a. the applicant’s household income is at or below the applicable Qualifying Income threshold for the number of people in the household;
- b. the applicant qualifies for and is receiving Income Assistance from the Government of the Northwest Territories Department of Education Culture and Employment; or
- c. the City Manager otherwise determines that providing the applicant with an Access for All pass fits within Purpose 2(a) of this Policy.



4.1.2 In this Policy, household income is determined by adding together all net income, as set out in the Notice of Assessment(s) from the Canada Revenue Agency, for the year immediately preceding the application for all household members over the age of 18.

## 4.2 Application Process

4.2.1 To apply for the program the applicant must provide one of the following:

- a. Notice of Assessment(s) from the Canada Revenue Agency, for the year immediately preceding the year the application is made, for all household members over the age of 18;
- b. an Income Assistance Financial Case Report from the Government of the Northwest Territories Department of Education Culture and Employment from the month of, or month immediately before, the date of the application. If the application is for all members of the household, then all members must be listed on the Case Report; or
- c. any documentation the City Manager decides is necessary to exercise their discretion under section 4.1.1(c) of this policy.

4.2.2 Access for All Program applications will be processed within two weeks of receiving a completed application form along with the relevant documentation set out in section 4.2.1.

4.2.3 The process of obtaining financial assistance will be as non-intrusive as possible, and respect a person's dignity and confidentiality. If an application is incomplete, City staff will notify applicants that further documentation is required.

4.2.4 Access for All passes are valid for 36 months; after which time, a resident must reapply.

## 4.3 Confidentiality

All personal information gathered in the application process is collected and used for the purpose of administering the Access for All Program only. Residents with questions about the collection and use of their personal information, or who would like to correct an error or omission in their personal information, may contact program administration at City Hall by phone, email, or in person.

## 4.4 Review

The City of Yellowknife will undertake an evaluation of the Access for All Program periodically to assess its effectiveness and to identify amendments if required.



Any proposed substantive amendments will be submitted to Council for consideration and approval.

## 5 APPLICATION

This Policy applies to any residents applying for the Access for All Program.